

# TBI Waiver IMS Reporting Chart

Person who discovered reportable incident	Who does the person who discovered the incident report to?	Who makes the entry into the IMS system?	Who else should be notified.
TBIW Case Manager		Whoever from the TBIW Case Management Agency that has been determined to make IMS entries	TBIW Case Manager informs the Personal Attendant Agency Supervisor and the Personal Options Resource Consultant if applicable *
Personal Attendant-Traditional	Personal Attendant Agency Supervisor	Whoever from the Personal Attendant Agency that has been determined to make IMS entries	Personal Attendant Agency Supervisor informs the TBIW Case Manager*
Personal Attendant-Personal Options	Personal Options Resource Consultant	Personal Options Resource Consultant	Personal Options Resource Consultant informs the TBIW Case Manager*
Personal Options Resource Consultant		Personal Options Resource Consultant	Personal Options Resource Consultant informs the TBIW Case Manager*
Direct Care Worker from Personal Care Services Agency (Participant receives Dual Services)	Direct Care Worker's Supervisor with the Personal Care Services Agency.	Whoever from the Personal Care Service Agency that has been determined to make IMS entries	Direct Care Worker's Supervisor with the Personal Care Services Agency must inform the TBIW Case Manager*

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# TBI Waiver IMS Reporting Chart

\*In all examples listed in the chart, if the TBI Waiver participant receives **Dual Services with the Personal Care Services program**, then the Personal Care Services Agency must also be notified of an incident.

If a TBIW participant has an Incident during the time that the Provider is with the person, that is who Reports it in WV IMS.

It is not necessary for the Case Management Agency to report the incident and the Personal Attendant Agency and/or the Personal Care Services Agency to report the same incident. This results in duplicate/triplicate entries.

However, it is necessary to document in the WV IMS that the Agency entering the Incident has informed the other TBI Waiver Agency /PPL involved with the participant. Please document this type of follow up in the WV IMS in the box titled **Other Description**.

A planned hospitalization (gallbladder surgery, knee/hip replacement surgery) would NOT be a critical incident and would NOT require entry into the IMS. If the participant had a fall and went to the ER or the doctor's office and was sent to the hospital for x-rays and then admitted for surgery that WOULD be entered into the IMS as a critical incident.

## Example:

Dual service (Personal Care Services (PC) and TBI Waiver:

1. The Incident occurred during the Personal Care Services program hours, the person designated to enter incidents into IMS from the Personal Care Agency enters the incident and must notify the TBIW Case Manager. The TBIW CM would NOT enter the incident again.